



# ***Superior Court of California County of Sacramento***

***An Equal Opportunity Employer***

## **ANNOUNCES AN EMPLOYMENT OPPORTUNITY *for* ACCOUNTANT (SPECIALIST)**

### **THE POSITION:**

The Superior Court of California, County of Sacramento is now accepting applications for two Accountant (Specialist) positions in the Operational Accounting unit of the Financial Services Division. Accountant (Specialists) perform the most complex financial record-keeping in the operational accounting areas of the Court such as Treasury related tasks, trust accounting tasks, accounting and reporting of specialized reimbursable groups, and various new reconciliations inherent in the payroll process. The positions perform accounting work in the establishment and maintenance of accounts and records for specialized Court activities using established systems and procedures and for fiscal control activities. Accountant (Specialists) are expected to perform a high level of work with minimal supervision. The current openings are located at the Gordon D. Schaber Sacramento County Courthouse.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

**SALARY:** **\$1,736.06 - \$2110.20 biweekly**  
**\$3761.46 - \$4572.10 monthly**

**LAST DAY TO APPLY:** **Friday, October 6, 2006 at 5:00 p.m. (or until filled)**

### **ESSENTIAL DUTIES:**

Examples of duties performed by the Accountant (Specialist) include, but are not limited to, the following:

- Performs the most complex tasks in posting procedures and processing of various accounting documents such as purchase orders, invoices, receipts, deposits, claims, and other standard accounting payable and receivable documents. Included are the documents that relate to treasury related and reimbursable accounting activities.
- Performs reconciliations and adjustments of financial records and reports. Gathers data for a variety of financial reports requiring the application of basic accounting principles and judgment.
- Develops, and updates operational/unit procedures; identifies unit and/or operational problems and makes recommendations.
- Responsible for oversight and review of the Court's bank accounts.
- Prepares reconciliations and authorizes the release of third party vendor payments that result from payroll processing.

- Assists with the most complex clerical accounting duties, providing direction, recommendations, and resolutions for the more complex accounting issues for subordinate staff.

## **MINIMUM QUALIFICATIONS:**

### **Either I**

**Experience:** One (1) year of experience in the class of Accounting Technician in the Sacramento Superior Court service.

### **Or II**

**Experience:** Two (2) years of experience in the class of Account Clerk in the Sacramento Superior Court service.

### **Or III**

**Education:** Completion of the equivalent of 15 semester units of accounting curriculum; 12 units of which shall be professional accounting courses given by a collegiate-grade institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester units of business law.

### **-And-**

**Experience:** Three (3) years of responsible experience in the preparation and maintenance of accounting records which may include: processing billings/invoices on a computerized accounting system, preparation of reports analyzed by management or reconciling accounts, preparing and reconciling general ledgers, balance sheets, income statements, statements of cash flow and bank statements. Responsible for accounts payable and accounts receivable.

## **Knowledge of:**

Principles and practices of financial record keeping; basic principles of accounting; governmental accounting principles and procedures; basic understanding of the various professional accounting standards such as generally accepted accounting principles (GAAP); governmental accounting principles and procedures; English grammar, punctuation, spelling and usage; practical application of electronic data processing equipment and systems; and typical office methods, procedures and equipment.

## **Ability to:**

Direct others in the performance of financial record keeping and general fiscal clerical work; express ideas and provide instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; work effectively with operational/program staff; work under tight deadlines.

## **DESIRABLE QUALIFICATIONS:**

- Experience performing a multitude of clerical/technical accounting entries and documents in the recording and reporting of accounts payable, accounts receivable, treasury, payroll, and other standard accounting office functions.
- Experience working independently serving as a project lead and having the ability to communicate effectively and efficiently with other administrative court staff, operational court staff, and various levels of fiscal staff at other non-court entities.

## SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form**, **resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Friday, October 6, 2006** (*or until filled*). Applications received by the final filing date of October 6, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.
2. Application packets will be evaluated to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to a panel interview. The interview may consist of written and/or oral questions.

## SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

**TO APPLY FOR TRANSFER:** Employees who are eligible to transfer into the Accountant (Specialist) position must submit a completed **court application form**, **resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Friday, October 6, 2006** (*or until filled*). Applications received by the final filing date of October 6, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

**Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.**

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

## ACCOUNTANT (SPECIALIST) SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe how your education and experience qualifies you for the Accountant (Specialist) position.
  
2. Describe your experience performing a multitude of clerical/technical accounting entries and documents in the recording and reporting of accounts payable, accounts receivable, treasury, payroll, and other standard accounting office functions.
  
3. Describe a project that you have been assigned in which you received little or no guidance and were required to act independently with a short timeframe for completion. Include the steps that you took, the resources you utilized, and how you accomplished the task in the allotted timeframe?

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

**Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

**Holidays:** The Superior Court of California, County of Sacramento recognizes thirteen ½ (13 ½ ) holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

**Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

**Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

**Deferred Compensation:** The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a monthly basis.

**Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.

**Computer Purchase Program:** Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.